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James A. Carder
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MEMORANDUM

TO: State Agencies
FROM: OA, Accounting
DATE: October 29, 2003
RE: Foreign Company SAMII Financial Vendor File Maintenance

With the implementation of the revised Vendor Input Form [MO 300-1490N (9-03)], OA, Accounting has received questions from state agencies on what procedures need to be followed to add or update the SAMII Financial Vendor File for foreign vendors.

Foreign vendors with a United States Federal Employer Identification Number (FEIN) may add their company or update the vendor information in the SAMII Financial Vendor File through the Online Bid (OLB) system following the instructions on the OLB website at www.moolb.state.mo.us.

Foreign vendors that do not have a FEIN assigned by the IRS, must complete a W-8 form (found on the www.irs.gov website) and submit the W-8 form along with contact information to the state agency that the foreign vendor is currently doing or may do business within the State of Missouri.

When a state agency receives a completed W-8, ad hoc route the VEN2 and VEN3 tables to OK100 (Vendor File Requests) with a note in the text box area of the email stating that the W-8 will be faxed to (573) 526-9813. Then fax the W-8 to (573) 526-9813 and indicate on the fax cover sheet that the vendor tables were ad hoc routed to OK100. Please ad hoc route the vendor tables and fax the W-8 on the same day.

Below are guidelines that must be followed when completing the VEN2 and VEN3 tables for **foreign vendors**:

VEN2 (General Information Tab)

Leave the Vendor field blank.

Note: The foreign vendor will be assigned a sequential number by OA, Accounting. This number will begin with "F" and can be found by state agencies using the VNAM (Vendor Name Inquiry) table.

VEN2 (General Information Tab) (Continued)

Enter "VG" in the Vendor Type field.

Leave the Misc Vendor Indicator field blank.

Enter the city and country in the City field. Abbreviate if necessary.

Enter the city on the second line of the Address field and enter the province and country in the City field in the event that a city, province, and country are listed. Abbreviate if necessary.

Enter two periods (..) in the State field.

If no zip code is used by the foreign vendors country, enter two periods (..) in the Zip field.

The remaining fields should be completed following the same procedures as those used to enter vendors that have an FEIN.

VEN3

Leave the Taxpayer ID field blank. **Note:** OA, Accounting will complete this field using 9 numeric digits from the sequential vendor number.

Leave the Name Control field blank.

Select the "Not Applicable" button on the 1099 Indicator field.

Select the "Not Applicable" button on the Taxpayer ID Type field.

The remaining fields should be completed following the same procedures as those used to enter vendors that have an FEIN.

OA, Accounting will match the VEN2 and VEN3 tables to the applicable W-8 form and process the vendor file update request. Please remember that vendor file online processing is generally several days ahead of vendor requests received through fax. Therefore, it will be approximately two to five days before foreign vendors are added to the SAMII Financial Vendor File.

If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). If needed, your ACSC will contact the OA, Accounting ACSC Desk for assistance.

/Data:vhforeignvendors